

HOUSTON FIRE DEPARTMENT APPLICANT QUESTIONNAIRE

PART "C"



**HOUSTON
FIRE
DEPARTMENT**
Classified Recruiting

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The policies governing the Houston Fire Department Recruiting Division are meant to serve only as guidelines and are subject to change without notice. The needs and goals of the Houston Fire Department Recruiting Division of the City of Houston determine changes in policies. Therefore, all applicants are subject to these changes and must adhere to them.



HOUSTON FIRE



Classified Recruiting PRE-SCREEN CHECK LIST

DOCUMENTS MUST BE SUBMITTED IN THE FOLLOWING ORDER:

- ☐ 1. TRANSCRIPT – (College) ☐ Credit hours: _____ Degree Type: _____
- ☐ 2. D.D. 214 (MEMBER-4) – (Number of years in Military: _____)
- ☐ 3. CERTIFICATIONS: Texas State Certification (FIRE and EMT/PARAMEDIC)
 - ☐ Firefighter (Level: ☐ Basic ☐ Intermediate ☐ Advanced ☐ Master) Cert. Exp. Date: _____
 - ☐ EMT (Level: ☐ Basic ☐ Intermediate ☐ Paramedic) Cert. Exp. Date: _____
 - ☐ Official Documentation of Performance (scores) or (Course Completions)
 - ☐ TDSHS Certification Verification Form (HFD-EMS HQ)
 - ☐ CPR Card ☐ Discussed ☐ Copy Enclosed: Expires: _____
- ☐ 4. CITY OF HOUSTON APPLICATION, DATA AND VOLUNTARY FORM
- ☐ 5. NEOGOV, ONLINE APPLICATION, AND SUPPLEMENTAL QUESTIONS
- ☐ 6. VALID DRIVERS LICENSE/RESIDENCY
 - ☐ Texas – (Expiration Date: _____)
 - ☐ Other (Specify State) _____
- ☐ 7. SOCIAL SECURITY CARD
- ☐ 8. BIRTH CERTIFICATE (OFFICE OF VITAL STATISTICS)
- ☐ 9. TWO (2) PASSPORT PHOTOS
- ☐ 10. PROOF OF WORK AUTHORIZATION
- ☐ 11. NO SHOW AND PHYSICAL ABILITY TEST POLICY
- ☐ 12. IMMUNIZATION REQUIREMENT
- ☐ 13. APPLICANT CONSENT FORM
- ☐ 14. FAIR CREDIT REPORTING ACT
- ☐ 15. RELEASE OF EMPLOYMENT / RESIDENCY HISTORY
- ☐ 16. ACKNOWLEDGEMENT OF JOB REQUIREMENT
- ☐ 17. ACKNOWLEDGEMENT OF AGE REQUIREMENT
- ☐ 18. ACKNOWLEDGEMENT OF ACADEMY PHYSICAL ABILITY
- ☐ 19. ACKNOWLEDGEMENT OF POLYGRAPH PAYMENT REQUIREMENT

Applicant's Printed

Recruiter's Printed Name/Payroll #

Applicant's Signature

Date

Recruiter's Signature

Date



City of Houston

Fire Department Correspondence

To: Applicant

From: HFD Classified Recruiting

Date:

**Subject: Rules for "No-Shows" and
Physical Ability Test Failures**

No Shows

Contact this office well in advance if you can not make an appointment for processing. If you miss an appointment due to an emergency, and/or circumstance(s) that are beyond your control, a new date for your processing will likely be allowed and scheduled. If you fail to make a second appointment, you will be removed from the current Civil Service List, and your processing will be discontinued until you take and pass another civil service exam.

Physical Ability Test (PAT) Failures

You must have taken and passed the Firefighter Civil Service Exam to be eligible to take the PAT. You will be allowed Orientation/Practice Tests. If you fail any For-the-Record Test, you will have to reschedule within a minimum of thirty (30) calendar days in order to re-test. If you fail a second For-the-Record Test, you will be removed from the Civil Service List.

Signature of Applicant

Date

Signature of HFD Recruiting Personnel

Date



Annise Parker, Mayor

CITY OF HOUSTON

Houston Fire Department

500 Jefferson, Houston, Texas 77002 713-495-4266

Council Members: Brenda Stardig Jarvis Johnson Anne Clutterbuck Wanda Adams Mike Sullivan Al Hoang Oliver Pennington
Edward Gonzalez James G. Rodriguez Stephen C. Costello Sue Lovell Melissa Noriega C. O. Bradford Jolanda Jones

CITY CONTROLLER: Ronald C. Green

Rick Flanagan
Acting Fire Chief

HFD IMMUNIZATION REQUIREMENT

Hepatitis B

- **Non-certified** applicants must show proof of **2 hepatitis B injections**. (Schedule of each injection should follow CDC immunization requirements.)
- **Certified** applicants must show proof of a **complete hepatitis B series**. (Schedule of each injection should follow CDC immunization requirements.) If the applicant has received the complete hepatitis B series, but these records are not accessible, an accredited lab report confirming **hepatitis B quantitative blood titer** equal to or **greater than 10 mIU/ml** will be acceptable.
- If the date of the final hepatitis B injection is greater than 2 months prior to submission of the applicant's immunization records, he/she shall also provide an accredited lab report confirming **hepatitis B quantitative blood titer** equal to or greater than 10 mIU/ml. Persons having a titer less than 10 mIU/ml will need to show proof of having received a 4th hepatitis B injection (booster).

Tetanus/Diphtheria (Td) – Proof of having been immunized within the **last 5 years**.

TB skin test (TST) – Proof of TST having been performed with **documented result** within the **last 6 months**.

- Applicants having history of testing positive shall provide documentation of negative chest x-ray results within the last 6 months.
- Applicants with positive chest x-ray results within the last 6 months shall provide written documentation from his/her treating physician attesting to non-communicability.

Measles, Mumps, Rubella (MMR) – Proof of **2 doses of the MMR vaccine** is required.

- The first MMR is usually contained in childhood immunization records.
- Each dose must be a minimum of 28 days apart.
- An MMR titer from an accredited lab showing immunity to measles, mumps and rubella is acceptable.

Chickenpox, Herpes Zoster (Varicella-Shingles) – History of chickenpox disease or proof of up to 2 doses of the varicella vaccine is required.

- Applicants who have had chickenpox do not need varicella immunizations.
- Each dose must be a minimum of 4 weeks and should be no greater than 8 weeks apart. Applicants who have received the first dose before the age of 13 years only need one dose.
- A varicella titer from an accredited lab showing proof of immunity to chickenpox is acceptable.

Proof of having received these immunizations shall be required prior to the applicant receiving a conditional job offer. Conditional job offers are issued by HFD recruiters.

Signature of Applicant/Date

Signature of Recruiting Personnel/Date



COMMAND STAFF: Executive Chiefs Daniel Snell Carl Matejka Jack Williams Fire Marshall Richard Galvan Deputy Director Neil DePascal
Assistant Chiefs Kevin Alexander William Barry Karen Dupont Fernando Herrera Omero Longoria Rodney West

Houston Fire Department

Applicant Consent Form

I agree to submit to the following processes. I also understand that the results of any of these processes may result in my temporary or permanent disqualification from employment as a firefighter with the City of Houston Fire Department.

Date: _____

Questionnaire

Physical Ability Test (PAT)

Polygraph Examination

Background Investigation (which includes previous residences, and schools)

Motor Vehicle Records Check

Fingerprinting

Criminal History Records Check (which includes State & National checks)

Print Name & Sign (Applicant)

Print Name & Sign (Recruiting Personnel)

Houston Fire Department

Classified Recruiting

Fair Credit Reporting Act

A comprehensive background investigation is conducted on all applicants to establish evidence of good moral character, a well-adjusted personality, community commitment, fire service adaptability, and a pattern of conduct acceptable to the Houston Fire Department.

This does not in any form or fashion guarantee employment with HFD nor constitutes a Conditional Job Offer of any kind.

Please see attachments for your rights under the Fair Credit Reporting Act.

NOTE: A consumer credit check will not be performed.

**Classified Recruiting
500 Jefferson 15th Floor
Houston, Texas 77002
713-495-4266**

Applicant Signature: _____

Date: _____

Recruiter: _____

Date: _____

HOUSTON FIRE DEPARTMENT CLASSIFIED RECRUITING

RELEASE OF EMPLOYMENT AND RESIDENCE INFORMATION

TO: _____

I do hereby request and authorize you as my former employer or leasing manager to release to the **Houston Fire Department of the City of Houston, Texas**, all relevant information which the said Fire Department may request in regard to my previous employment or residency history.

Included in this release are all-confidential information gathered which relates to my application for employment, such as letters of reference or background investigations, and all confidential information contained in my personal files as a result of my employment or residency. This may include payment history, complaints, efficiency reports, attendance record, safety record, illness or other medical information, records of disciplinary action, and any other information you may have which would be helpful to the **Houston Fire Department** in evaluating me for possible employment as a firefighter.

In consideration for the granting of the foregoing request, I hereby agree to save harmless you, your organization and your agents, from any liability cause by the use or misuse of any information so furnished to the **Houston Fire Department**.

I agree that a photocopy of this release form should be valid as any original thereof, even though the said photocopy does not contain an original writing of my signature.

Print Name

Signature

Social Security #

Date

Witness/Payroll # and Date

Acknowledgement of Job Requirement

I, _____, acknowledge that upon accepting a position with the Houston Fire Department, I will be trained for a position as a Houston Fire Department Fire Fighter/Paramedic (EMT-P). If I have not received this training at the time of being hired, it will be required that I obtain a Texas Commission of Fire Protection Certification as a Basic Fire Fighter and the Texas Department of State Health Services Paramedic Certification. Failure to meet these requirements shall be cause for termination from the Houston Fire Department. I understand the Houston Fire Department will provide both the Fire Fighter Certification training and the paramedic training.

Furthermore, I acknowledge and accept the condition that I will be utilized at the sole discretion of the Department in the function that best serves the needs of the Houston Fire Department. I will be required to maintain this training and any other training required by the Department.

I have received and fully understand the above requirements:

Print Name

Signature

Social Security #

Date

HFD Recruiting Representative

HOUSTON FIRE DEPARTMENT

Acknowledgement of Age Requirement

The Houston Fire Department Classified Recruiting Division abides by the Texas Local Government Code 143. The purpose of this chapter is to secure efficient fire and police departments composed of capable personnel who are free from political influence and who have permanent employment tenure as public servants.

As stated in section 143.023, (b): A person may not be certified as eligible for a beginning position in a fire department if the person is 36 years of age or older.

The Houston Fire Department (HFD) will not provide an oath of office to some who does not meet this requirement.

I hereby acknowledge and accept the condition that I must receive the oath of office prior to achieving an age of 36 in order to maintain employment with the HFD. The HFD reserves the right to schedule and/or reschedule a class start date to best serve the needs of the department. I further acknowledge that the HFD is not responsible for natural disasters or other unforeseen events which may cause a delay in the start of a class or its expected graduation date.

Failure to meet this age requirement shall be just cause for termination from the Houston Fire Department.

I have received and fully understand the above requirements:

Print Name

Signature / Date

Social Security Number

CSE Date and Rank

Houston Fire Department Representative / Date



City of Houston

Fire Department Correspondence

To: All Applicants

From: HFD Recruiting Division

Date: 8-20-08

Subject: HFD ACADEMY PAT
GUIDELINES

HFD ACADEMY PHYSICAL ABILITY TEST GUIDELINES

The Physical Ability Test (PAT) will be given approximately every two (2) months during your tenure at the academy. All PAT scores will be used to determine a cadet's final grade and overall standing in relation to their class. **Each PAT is mandatory.** To successfully pass the PAT, trainees must pass the minimum acceptable performance requirement in each event. If a retest is needed, one will be given within two weeks. Failure to meet the minimum standard at the time of the retest will result in a review of the trainee's employment status, which may result in a recommendation for termination. Each test will include the following:

1 ½ - mile timed run, Sit-up test, Pull-up test, and Push-up

Grading

Trainees must attain a minimum score of 75% on each PAT. Failure to attain a 75% will result in a retest. Failure to attain a 75% on the retest will result in a review of the trainee's employment status, which may result in a recommendation for termination. The total number of PAT's will be averaged for a final grade standing.

PAT #1 WILL BE GIVEN DURING THE FIRST WEEK AND WILL CONSIST OF:

1. 1 ½ mile run under 13:07 for the minimum passing score of 75% – with each additional second, 1/10th point will be awarded.
2. Sit-ups (1 minute) The minimum number is 20 for a grade of 75% – with 1/2 point awarded for each additional sit-up.
3. Push-ups (1 minute) The minimum number is 10 for a grade of 75% – with 1/2 point awarded for each additional push up.
4. Pull-ups (1 minute) The minimum number is 3 for a grade of 75% – with one point awarded for each additional pull-up.

PAT #2 WILL BE GIVEN APPROXIMATELY TWO MONTHS AFTER PAT #1

1. 1 ½ mile run under 12:15 for the minimum passing score of 75% – with each additional second, 1/10th point will be awarded.
2. Sit-ups (1 minute) The minimum number is 25 for a grade of 75% – with ½ point awarded for each additional sit-up.
3. Push-ups (1 minute) The minimum number is 15 for a grade of 75% – with ½ point awarded for each additional push-up.
4. Pull-ups (1 minute) The minimum number is 4 for a grade of 75% – with one point awarded for each additional pull-up.

PAT #3 WILL BE GIVEN APPROXIMATELY TWO MONTHS AFTER PAT #2

1. 1 ½ mile run under 11:30 for the minimum passing score of 75% – with each additional second 1/10th point will be awarded.
2. Sit-ups (1 minute) The minimum number is 30 for a grade of 75% – with ½ point awarded for each additional sit-up.
3. Push-ups (1 minute) The minimum number is 20 for a grade of 75% – with ½ point awarded for each additional push-up.
4. Pull-ups (1 minute) The minimum number is 5 for a grade of 75% – with one point awarded for each additional pull-up.

PAT #4 WILL BE GIVEN APPROXIMATELY 2 MONTHS AFTER PAT #3

1. 1 ½ mile run under 11:30 for the minimum passing score of 75% – with each additional second 1/10th point will be awarded.
2. Sit-ups (1 minute) The minimum number is 35 for a grade of 75% – with ½ point awarded for each additional sit-up.
3. Push-ups (1 minute) The minimum number is 25 for a grade of 75% – with ½ point awarded for each additional push-up.
4. Pull-ups (1minute) The minimum number is 6 for a grade of 75% – with one point awarded for each additional pull-up.

RETESTS

A trainee that fails his first attempt on any portion of a PAT will be given a retest of that portion in two weeks. If upon retest, the trainee passes that portion of the PAT the trainee will be given the minimum passing score for that portion of the test.

ACKNOWLEDGEMENT:

Print Name (Applicant)

Signature (Applicant)

CSE Date & Rank Number

HFD Recruiter Representative

**HOUSTON FIRE DEPARTMENT
CLASSIFIED RECRUITING
POLYGRAPH INSTRUCTIONS**

The Houston Fire Department Arson Division, and Boyd, Smith & Associates are authorized to administer polygraph exams on all of its applicants.

The Houston Fire Department Recruiting Guidelines mandates that applicants whose first polygraph examination is deemed “Deception Indicated” must pay for a re-test if they wish to continue processing. Likewise, applicants who have taken two previous polygraph exams that were deemed “Inconclusive” must pay for a third exam if they wish to continue processing.

Applicants are required to pay the \$200.00 fee with cash, money orders, or cashiers check. **Personal checks are not accepted.**

Print Name

Signature

Social Security #

Date

Consumer Disclosure

This is to inform you that a consumer report or an investigative consumer report will be obtained from a consumer reporting agency for the sole purpose of evaluating you for employment.

This report may contain information bearing on **your** character, general reputation, personal characteristics and mode of living obtained from public record sources and/or through personal interviews with your neighbors, friends or associates. This report may **also** contain information including, but not limited to, information regarding your education, past employment, criminal record, if any, and driving record.

No report will be obtained until you sign the Consumer Authorization. **This Consumer Authorization shall be effective for the duration of your employment (if you are employed) and reports may be obtained about you during the course of your employment.** If you ask, you will be provided with information regarding the nature and scope of any investigative consumer report regarding you, including the right to receive a copy of the report. Before taking any adverse employment action based on any such report, you will be given the option of receiving a copy of the report and your summary of your rights. After taking any adverse employment action against you based on any such report, you will be notified and informed of your rights.

A Summary of Your Rights Under the Fair Credit Reporting Act

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRA's, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051